MACHINE INDEXING PROJECT

Internal CIA Program

Policies & Procedures

Concept: An internal Agency project to create a system of machine in-
dexing for experimental operation in OSI beginning 1 January
1953, and to expand this work in areas of interest to ORR.
If this work develops into a regular information processing
operation, it will be presented to OCD for their administration.

Project Organization and Estimates Costs:

25X1A9a

Administering Office: Organization and Methods Service, General
Services Office (Mr. ███████████, in
charge of project.) ████████████

Project Personnel: 25X1A9a

Project Director: ███████████	$6,000
Assistant Project Director: ███████████	5,500
Research Assistant (to be assigned)	4,500
Research Assistant (to be assigned)	4,000

25X1A9a

Task Force Personnel: To be detailed by offices
concerned.

Four Secretarial and Clerical Positions**
(two positions currently filled)
    Maximum Grade GS-5   11,500

Additional Costs: Miscellaneous Supplies   1,500
                     Travel   2,000
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        Total Estimated Costs for FY 53 $35,000

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*For period 1 September 52 - 30 June 53: To be paid by ████ 25X1A5a1
    period 1 July - 1 September 1952.
**Positions to be paid from project funds, but maintained in Personnel
    pool to permit regular Agency employment.